

COSMINA MARIA TOMA

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Work experience

ENFORCEMENT MONITORING OFFICER

IMPROVEMENT CREDIT COLLECTION | November 2022 - PRESENT

- Verification, monitoring, and updating of case stages;
- Organization and management of the database regarding enforcement cases;
- Identification of necessary actions for the recovery of amounts owed, with the purpose of monitoring;
- Identification of sources of income and movable and/or immovable assets of debtors;
- Request for the preparation of seizure reports;

PRE-LEGAL ENFORCEMENT MONITORING OFFICER

IMPROVEMENT CREDIT COLLECTION | March 2022 - November 2022

- Updating of claims and attaching, if necessary, the related calculation notes;
- Request for the continuation of enforcement until full recovery of the total claim;
- Contacting bailiffs for making transfers in the cases from their own portfolio;
- Closing liquidated cases;

Projects & Freelance Work

SELF-EMPLOYED / WORKED WITH SMALL BUSINESSES | December 2023 - PRESENT

- Developed and designed logos and brand identities for clients using Adobe Illustrator, Photoshop.
- Created social media graphics (Instagram posts, story highlights).
- Produced digital illustrations and concept art using Procreate.

PRP ASSOCIATI – WEB & GRAPHIC DESIGN

- Created the UI/UX design, focusing on a clean and modern aesthetic.
- Coded the front-end using HTML, CSS/SCSS, and JavaScript, optimizing for performance and responsiveness.
- Developed brand-aligned visual assets, including icons, typography, and layouts.
- Collaborated with the client to align the website's design with their brand identity and business goals.

Education

BACHELOR'S DEGREE IN ECONOMIC SCIENCES

ACCOUNTING AND MANAGEMENT INFORMATION SYSTEMS

THE BUCHAREST UNIVERSITY OF ECONOMIC STUDIES: ASE | 2018 - 2021

Skills

- Adobe Illustrator & Photoshop
- HTML & CSS/SCSS
- Procreate
- Excel
- PowerPoint
- Office 365

Languages

- English B2
- Romanian C2
- Italian A2